

TAB

SECRET

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 66-64: dated 8 June 1965

14 APR 1966

25X1A

[REDACTED]
Clerk-Typist, GS-5
DDS/OC [REDACTED]

25X1A

A. Summary of Suggestion

25X1A

1. This suggester is familiar with costs of food in bulk; she prepares requisitions for large stocks of food stored in the [REDACTED] warehouse for Emergency purposes.

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2. In the case of perishable items like dairy products used in the Station's dining rooms, bids were solicited in advance of each fiscal year. In April 1965, bids were solicited from four dairy companies. After this, the suggester found that [REDACTED] paid much less for dairy products than the prices contained in the bids furnished by even the lowest bidder. She therefore recommended we endeavor to have [REDACTED] write our dairy product requirements within our contract with them. (Our contract with [REDACTED] had included services to run the dining room at the Station as well as cleaning.)

B. Summary of Evaluations

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25X1A

1. Suggestion was adopted effective 1 July 1965. Cost of dairy products under the arrangement with [REDACTED] is approximately \$583. monthly compared with \$657. from the lowest bidder among four dairies, [REDACTED]

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2. OL Procurement Division was asked if this technique to gain cost reduction through a large volume purchaser might have application to other contractual arrangements. They said this technique is used in varying situations and has been for many years. They saw no objections to an award based upon this fiscal year's estimated savings. However, to continue to utilize the suggestion legitimately, OL recommended that [REDACTED] continue to solicit competitive bids from qualified sources and include [REDACTED] in the list of bidders. OL said that obviously the contract award must be made to the lowest responsible and responsive bidder.

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SUBJECT: Suggestion No. 66-64 (continued)

C. Recommendations of the Executive Secretary

1. Not line of duty.

2. \$45 award based upon 5% of estimated annual tangible savings of \$900.

D. Decision of the Chairman

25X1A



A/Chairman, Suggestion Awards Committee

15 APR 66

Dated

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Award

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

STATINTL

SUGGESTION NO. 66-153: dated 24 November 1965

14 APR 1966

Chief, Presentation Section, GS-12
DDI/NPIC/PD/GAB

A. Summary of Suggestion

The suggester devised a sliding scale and work sheet for tabular copyfitting on the ATF (American Type Founders) Photo Typesetter, a dual unit with a keyboard unit and a photo unit, which is used to set tabular material. His simplified slide rule consists of: a stationary scale with numbers divisible by 4 running from 420 to 0, reading left to right; and, a moveable scale, running from 0 to 420, left to right, placed under the stationary scale. (Description of Former System and Adopted System attached.)

B. Summary of Evaluations

1. This suggestion has been adopted by Publications Division, NPIC. The only activity in the Agency that uses the ATF Photo Typesetter. During 1965 they processed about 900 reports with pieces of tabular material. Furthermore, approximately 75 briefing aids used tabular material. Tests reveal an average of 15 minutes are saved on copyfitting and typing each table by use of the sliding scale and worksheet -- about 250 man hours (\$700) for a typical year. There are no material savings -- the same equipment and materials are used with both methods.

2. Intangible benefits: fewer errors, a higher quality product; the worksheet automatically provides an accurate record of each table so additions or changes can be made easily. Publications typists have been enthusiastic about this improvement.

C. Recommendation of the Executive Secretary

1. Not line of duty.

2. \$50 award based upon: 5% of annual tangible savings of \$700 (\$35) plus \$15 for intangible benefits (SLIGHT-LIMITED).


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SUBJECT: Suggestion No. 66-153 (continued)

D. Decision of the Chairman

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A/Chairman, Suggestion Awards Committee

15 APR 66
Date

\$ 50 -
Award

Attachments:

1. Former/Adopted System
2. ATF Worksheet
3. ATF Conversion Scale Slide Rule

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SUGGESTION NO. 66-153

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FORMER SYSTEM

The ATF Photo Typesetter, a dual unit consisting of a keyboard unit and a photo unit, is used to set tabular material. Copy is typed on the keyboard unit, and an 8-channel paper tape is punched at the same time. The tape is then fed into the photo unit, which produces a finished photographic proof ready for paste-up, reproduction, plate-making, and offset printing.

All horizontal measurements on the photo typesetter are given as units, the maximum line length being 420 units. Lines are of different lengths, depending on the size of the type used. Consequently, 420 units may be as short as 4 inches, or as long as 7.5 inches.

On the keyboard unit, the unit scale runs from 0 on the right margin to 420 on the left. The machine is designed this way due to the justification zone, which is on either side of zero.

Tab stops can only be inserted at the numbers which are divisible by 4. A tab stop is used for each column of a table, and the width of each column is determined by typing a test line and then choosing the longest line in each column. The number of units in all the columns is totaled and then subtracted from the total number of units available for that particular table. The remainder is divided into equal parts and inserted between each column as white space.

For example, let us say that we have to set up a 320 unit table. There are 6 columns in the table, of varying widths. We have determined by running a test, that tabs are required at 272, 192, 128, 80, and 40.

Tabs are placed at these numbers and the table is typed. At the same time, a tape is punched for use in the photo unit.

The photo unit is designed so that the unit scale is completely reverse from the keyboard unit--the numbers run in ascending order from left to right. All of the tab stops must be converted to the photo unit scale before the tab stops can be placed in the proper position on the tab bar.

Since our width is 320 units, all keyboard tab stops must be subtracted from 320 to find the proper photo unit number.

Hence:

$$\begin{array}{r} 320 \\ -272 \\ \hline 48 \end{array}$$

The number 48 is our first tab stop on the photo unit.

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Continuing down the list, we must subtract 192, 128, 80, and 40 from 320, each time arriving at the proper tab stop for the photo unit.

$$\begin{array}{r} 320 \\ -192 \\ \hline 128 \end{array}$$

$$\begin{array}{r} 320 \\ -128 \\ \hline 192 \end{array}$$

$$\begin{array}{r} 320 \\ -80 \\ \hline 240 \end{array}$$

$$\begin{array}{r} 320 \\ -40 \\ \hline 280 \end{array}$$

We have arrived at our correct photo unit tabs by subtracting 5 different sets of figures. As can be seen, on a complicated tabular job a considerable amount of time is spent on arithmetic, and there is a great opportunity for mathematical error.

ADOPTED SYSTEM

To operate the scale, the 0 on the lower scale is positioned opposite the margin width on the upper scale, in this case 320. In this position, all photo unit tab stops can be quickly determined by reading the numbers opposite the positions previously determined for keyboard tab stops.

In conjunction with the scale, a worksheet has also been developed. A new worksheet is used for each table and is kept with the job until it has been printed. There are 4 scales on the worksheet, with an explanation for the use of each. Quite often, headings over columns must be centered, and individual entries in columns cannot be centered due to decimal points, commas, and so forth. Tab stops can be changed after the column headings are set.

ATF WORKSHEET - TABULAR MATTER

KEYBOARD
TAB STOPS
CENTERED
HEADINGS

KEYBOARD
TAB STOPS
BODY COPY
NOT CENTERED

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HEADING LINE SPACING

BODY COPY LINE SPACING

DECORATIVE LINE SPACING

PROJECT NO.

TABLE NO.

UNIT

TYPE SIZE

1070 UNIT
TAB STOPS
ENTERED
EADING

1070 UNIT
TAB STOPS
BODY COPY
CENTERED

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 66-136: dated 1 December 1965

14 APR 1966

STATINTL

Property and Supply Asst., GS-9
DDS/OTR/SSB

A. Summary of Suggestion

1. The suggester found that the attached Form 1458, Receiving Report required additional information on partial deliveries and rejected shipments. He proposed specific changes to the "Receiving" section on the form and the addition of a new section showing detailed data on "Rejections".

2. Advantages would be: the consignee would be aware of delay of shipments due to damage or other rejections; the face of the Receiving Report would show the complete picture, requiring no writing on the reverse side of the report.

B. Evaluation

1. To provide immediate notification of receipts to the expeditors of Central Control and Distribution Branch and to the Office of Finance, the [REDACTED] distributes copies of receiving reports, in this case, Form 1458, prior to test and inspection. This requirement calls for the mechanical reproduction of six to nine copies of the original. When T&I rejects an item, the notification of the rejection is posted on the face of a Form 595 rather than to the back of a Form 1458 as implied by the suggestion.

2. To use Form 1458 as a rejection notice as proposed by the suggestion would require a second mechanical reproduction of the form and tax an already overloaded reproduction activity. Form 595, a nine part carbon interleaf form, has been found to be less cumbersome to prepare and more effective since it serves as a special notice to alert procurement activities of the actions required to resolve the discrepancy.

3. While existing supply publications indicate that rejection notices will be posted to the back of receiving reports, this practice has been discontinued at the [REDACTED]. Revised instructions covering this subject have been prepared and will be published

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SUBJECT: Suggestion No. 66-136 (continued)

shortly. Further, the practice of providing copies of receiving reports or notifications of rejection to the requisitioner has been discontinued since CC&DB will notify the requisitioner whenever it determines that the replacement cannot be made available prior to the deadline date.

4. The Suggestion, while excellent, must be rejected due to excessive reproduction requirements and due to the follow up system which eliminates the need to provide copies of receiving reports to requisitioners. However, the suggestion has alerted the [REDACTED] to a practice, the posting of rejection notices to the back of Form 1458, which requires investigation and correction.

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. \$15 (Advisory Award)

D. Decision of the Chairman

[REDACTED]

A/Chairman, Suggestion Awards Committee

15 APR 66

Date

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Award

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 66-150: dated 6 December 1965

14 APR 1966

STATINTL

Senior Analyst, GS-14
DD/S&T/OSI/GSD/M&EB

A. Summary of Suggestion

1. The suggester pointed out that special group luncheons for individuals retiring or transferring are both costly and time consuming. He said often as much as thirty minutes transportation time each way is involved.

2. He proposed the establishment of a small private dining room in the Headquarters Building capable of seating up to forty persons. This could be used for special luncheon meetings, including farewells, and the meals should be comparable to those sold in the Table Service Rooms. Senior supervisors could also attend whereas in the past, travel time often precluded their acceptance.

B. Summary of Evaluation

OL rated this as an excellent idea. They said that the Cafeteria Manager will arrange special luncheons at any time, including making private one-half of the Sit-Down Dining area. Menus can be varied in accordance with prices that the group wishes to pay. Information will be conveyed to Headquarters personnel through an Employee Bulletin.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. Certificate of Appreciation *[Signature]*

D. Decision of the Chairman



A/Chairman, Suggestion Awards Committee

15 APR 66

Date

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